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OTR BULLETIN

DECEMBER 1965

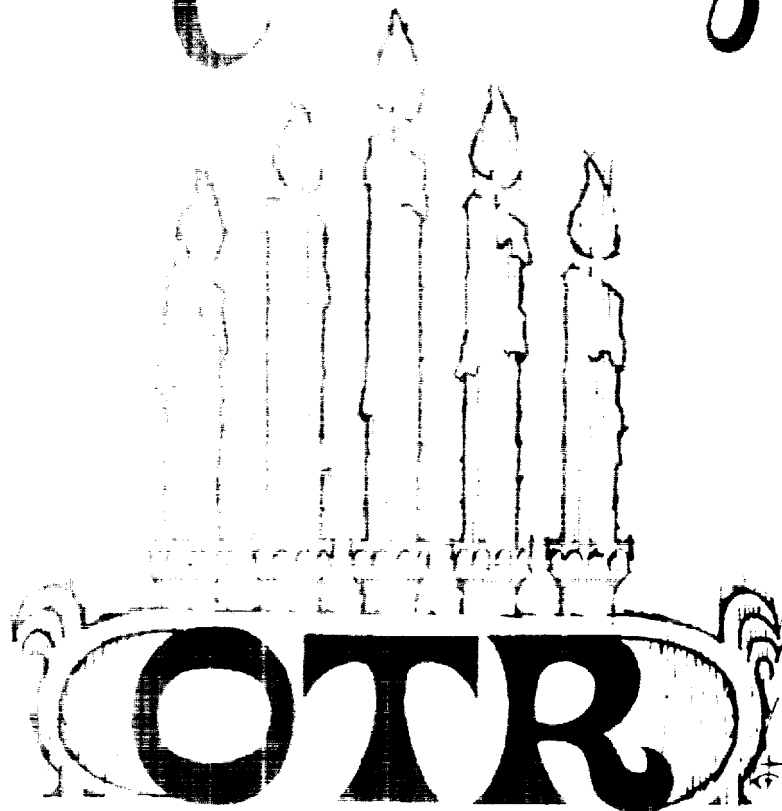
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Season's
*C*reetings



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CIA INTERNAL USE ONLY

IN THIS ISSUE

The schedule of the National Interdepartmental Seminar on Problems of Development and Internal Defense is announced on page 6.

OTR Courses scheduled to begin in December, January, and February are listed with a brief description beginning on page 8.

A preliminary listing of the Agency's Off-Campus Program starts on page 15.

Featured in this Bulletin is OTR's Midcareer Executive Development Course--page 17.

In addition to a list of courses and programs on which the Agency's Training Selection Board must act is an account of the program offered by the Air Command and Staff College--page 34.

The Career Education Awards program of the National Institute of Public Affairs is outlined on page 35.

The Directory of Training Officers and the OTR Directory are on pages 36, 37 and 38.

AND A REQUEST: Please complete and return the form on page 39.

BULLETIN BOARD

READING IMPROVEMENT

For those who are interested in improving their reading skill, OTR will soon install two CRAIG READERS at Headquarters. Use of these machines can both improve comprehension and increase reading speed. There will be no instructor; operation of the readers is simple and will be on a self-service basis. Date and place of the installation will be announced in an OTR Special Bulletin.

THE 1965 STUDIES IN INTELLIGENCE AWARD

The Studies' annual award of \$500 for the most significant contribution to the literature of intelligence was given in 1965 to [REDACTED] for his penetrating article "On Estimating Reactions," published in the summer issue. It was only with the greatest difficulty, however, that this selec-

25X1A

25X1A

TRAINING PERSONNEL

Training Officers

25X1A

[REDACTED] DDP Training Qualifications and Review Officer, is now Senior Training Officer of the Clandestine Services. Other recently appointed Senior Training Officers are [REDACTED] for the O/DCI (7E-07; extension 5678) and Henry [REDACTED] for the DDS (2E-30; extension 4142). Training Officers recently assigned to specific offices are:

25X1A

25X1A

DDP

[REDACTED] extension 6036),

WPS (GE-0444; extension

25X1A

[REDACTED] 7359),

WH (3B-4403; extension

25X1A

[REDACTED] 1E-4846; extension 4321), 25X1A

DDI [REDACTED], OBI (4F-28; extension
25X1A DDS [REDACTED] CR (2E-61; extension 5401),
O/DDI [REDACTED] L (1326 Qtrs I; extension
O/DDI (2E-52; extension
5277).

Training Assistants

DDP [REDACTED] EE (4D-54; extension
25X1A [REDACTED] SR (5B-4804; extension
[REDACTED] FE (5D-5109; extension
DDS&T [REDACTED] CS (GD-0404; extension
[REDACTED] (6F-24; extension 5078).

TRAINING OFFICERS
CONFERENCE (FOR
AGENCY TO's)

The first in a new series of meetings of the Agency's Training Officers was held in the main auditorium on Thursday, 28 October. After the opening remarks by the Director of Training, the Agency's Midcareer Program and the procedures involved in applying for non-Agency training were discussed. OTR plans to conduct a second meeting in late January or early February. Training Officers will be notified.

OFF-DUTY
LANGUAGE
TRAINING

OTR Special Bulletin 16-65 dated 31 August 1965 carries the announcement that the Voluntary Language Training Program is suspended for one year effective 1 September 1965. However, where a need can be justified for giving language training after or before the regular day's work, the Language School will attempt to make the necessary arrangements. Training officers should submit requests to the Registrar.

APTITUDE Training officers register applicants directly with
TESTS the concerned testing office:

1. ADP--Programmers: With the Assessment and Evaluation Staff of the Office of Medical Services, extension 3322. Tests are given at 1000 Glebe.
2. ADP--General: With the Office of Computer Services, extension 4502. Tests are given at Headquarters.
3. Language: A&E/OMS, extension 3322. Since the test now given may have been taken by employees at the time of application for employment or EOD with the Agency, Training Officers should verify the status of such a test before officially scheduling an applicant. Tests are given Tuesdays and Thursdays at 1 p.m. at 1016 16th Street.

TRAINING Effective 18 October 1965, Training Reports on stu-
REPORTS dents in all courses given by OTR are being dis-
 seminated in an original and one copy. The original,
 as previously, is sent by the AIB/RS to the Office
 of Personnel for inclusion in the employee's official
 file; the carbon is sent to the Training Officer who
 is expected to route it according to established
 procedures within his office. There is no longer a
 student copy of the TR; therefore, Training Officers
 are requested to take whatever local action is re-
 quired to inform employees of their performance in
 the courses.

COURSE OTR
REMINDERS

Operations: The next course will start on 24 January 1966 and is expected to end sometime during the week of 14 February. Registration closes on 3 January.

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Operations Familiarization: The next OFC for eligible Agency employees will be held from

14 March through 22 April. The second such OFC is scheduled from 12 September through 21 October.

Basic Country Survey of the USSR: This is next scheduled from 17 January through 28 February. It will be held in room 1A-13 Headquarters.

DIS

Advanced Intelligence Course: The next Advanced Intelligence Course at the Defense Intelligence School is scheduled to be given 28 February through 3 June 1966. The Agency's quota is three. Senior Training Officers are expected to forward nominations to the TSB before 15 December 1965. Anyone interested in the program should call his Training Officer.

PROJECT HELPFUL - The Defense Intelligence Agency held its first orientation on DIA for CIA officers on 16-17 November. The DIA plans to give this program again in May of 1966. Senior Training Officers will be notified.

PARKING AT GLEBE Parking spaces at 1000 Glebe (Broyhill Building) are assigned to employees who work in the building (Virginia Public Roads, a branch of DIA, and the Office of Training). There are twelve spaces (104-115) on the property which are reserved for visitors and are limited to two-hour occupancy. No spaces are reserved for students in courses given in the building. Street parking only is available to them.

There is limited shuttle service to Glebe--only from the Langley Headquarters. There is no direct service from other Agency buildings. Shuttles depart Langley on the half hour, and from Glebe on the hour. Training Officers should inform employees of the parking problem at the time they confirm attendance at courses.

ADP Two books on ADP are available, for reference
REFERENCE only, in Room 839 Glebe. One is a compilation of
BOOKS ADP courses given within the U.S. Government, at
academic institutions in the local area, and by the
computer industry. The second book is a collection
of reading material, which includes articles on ADP,
terminology lists, lectures, and so forth. To re-
serve use of the books, call [REDACTED] exten-
sion 3101.

25X1A

AUTOMATIC DATA The Bureau of the Budget has compiled a glossary
PROCESSING of ADP terms for use as an authoritative reference
GLOSSARY by all Executive Branch components. Already in
use within the Agency, it is available at the GPO
for 40 cents.

CLERICAL
TRAINING
AND
TESTING

COURSES

OTR's refresher courses in typewriting and in short-
hand will be given on: 10 January - 4 February
14 February - 11 March
21 March - 15 April

Before an employee takes either or both typing and
shorthand he is required to take the pretest, results
of which are used by the instructor to determine the
class assignment. For the above courses, pretests
are scheduled as follows:

Typewriting: 5 January, 9 February, 16 March
Shorthand : 6 January, 10 February, 17 March

Submission of a Form 73 for the Clerical Refresher
Course is all that is required to initiate testing.
Training Officers are notified by Clerical Training
of the time and place applicants are to report for
tests.

QUALIFICATION TESTS

OTR's Clerical Training Faculty (CTF) administers
the Agency's tests for qualifying clericals as stenog-
raphers and as typists. The time and place of

testing are assigned when the Training Officer or Personnel Officer registers an employee. Registration is arranged directly with the CTF, extension 2100. The next tests are:

Typewriting: 3 January, 24 January, 7 February,
28 February

Shorthand : 4 January, 25 January, 8 February,
1 March

NATIONAL
INTERDEPARTMENTAL
SEMINAR ON PROBLEMS
OF DEVELOPMENT AND
INTERNAL DEFENSE

The next session (23rd) of the National Interdepartmental Seminar will be 17 January to 11 February 1966. The schedule thereafter is:

1966 14 March - 8 April
2 - 27 May
11 July - 5 August
12 September - 7 October
21 November - 16 December

1967 23 January - 17 February
13 March - 7 April
1 - 26 May

The Agency has a quota of 8 for each seminar, apportioned among the Directorates so that DDP has 4 participants; DDI 2, and DDS 2. DDS&T is encouraged to sponsor a candidate if it appears professional gain will be derived from the training.

FEDERAL GOVERNMENT
ACCOUNTANTS
ASSOCIATION GRANTS
IN AID FOR 1966

Assistance in the preparation of master's theses and doctoral dissertations in financial management is offered by the Federal Government Accountants Association. In addition to \$500 grants for theses and \$1000 for dissertations, the association will provide advisory service during their preparation and assistance in publication. Applicants must be engaged in a program of study for a master's or doctoral degree in a member school of the American Association of Collegiate Schools of Business or in an accredited university offering programs of comparable quality.

HARVARD UNIVERSITY
FELLOWSHIPS IN
PUBLIC ADMINISTRATION

Public servants who have considerable experience in government, and preferably some graduate study in the social sciences, are eligible for Lucius N. Littauer Fellowships, which carry stipends up to \$5,300. Applicants are expected to pursue further study in social sciences, particularly economics or political science, and should plan definitely to continue careers in government service. Recent college graduates may apply for Administration Fellowships which carry stipends up to \$3,800.

Both types of fellowships are offered by the Graduate School of Public Administration of Harvard University. Applications should be filed by 15 March 1966. Information, catalogs, and application blanks may be obtained by writing to the Registrar, 123 Littauer Center, Harvard University, Cambridge, Massachusetts 02138.

NORTHERN VIRGINIA
TECHNICAL COLLEGE

The Northern Virginia Technical College, which opened at Bailey's Crossroads in September 1965, provides occupational education designed to train or retrain people for employment in business and industry. Its courses are divided into three major categories: Technical programs of data processing, engineering design, and electronics; a vocational program in drafting; and semi-professional programs of business science and procedures, police science and procedures, secretarial science and procedures, nursing, and health sciences. A catalog of courses and related information is available in the Registrar's office.

OTR CALENDAR

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CIA Review
Clandestine Services Review
Information Reports Familiarization
Introduction to Communism
Management (GS 11-14)
Operations Familiarization
Orientation for Overseas

14 Dec
(Tu) 7 Dec - (Th) 16 Dec
6-10 Dec, 13-17 Dec
6 - 17 Dec
6 - 10 Dec
13 Dec - 28 Jan 66
7 - 8 Dec

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25X1A	Administrative Procedures ■ Operations Basic Country Survey: USSR Career Trainee Program Chiefs of Station Seminar China Familiarization CIA Review Clandestine Services Name Check Clerical Refresher Conference Techniques Counterintelligence Familiarization	17 - 28 Jan 24 Jan - c. 14 Feb 17 - 28 Jan 10 Jan - 11 Mar 31 Jan - 11 Feb 10 - 14 Jan 11 Jan 3 - 7 Jan 10 Jan - 4 Feb 10 Jan - 16 Feb 17 - 28 Jan
25X1A	■ Operations Information Reporting, Reports and Requirements Midcareer Executive Development Orientation for Overseas	24 Jan - 11 Feb 10 - 28 Jan (Sun) 9 Jan - 18 Feb 4 - 5 Jan
25X1A	■ Vietnam Overseas Seminar	31 Jan - 3 Jun 17 - 21 Jan

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

25X1A

CIA Review
Clandestine Services Name Check
Clerical Refresher

Counterintelligence Operations
Effective Speaking
Information Reports Familiarization

Information Reporting, Reports, & Requirements
Intelligence Research (Map & Photo Interpretation)
Intelligence: Introduction
Management (GS 11-14)
Operations Support
Orientation for Overseas
Supervision (GS 5-10)
Vietnam Overseas Seminar
Writing Workshop: Basic

8 Feb
14 - 18 Feb
14 Feb - 11 Mar
28 Feb - 18 Mar
14 Feb - 4 Mar
21 Feb - 30 Mar
7 - 11 Feb,
14 - 18 Feb
28 Feb - 18 Mar
14 Feb - 18 Mar
21 Feb - 4 Mar
28 Feb - 4 Mar
21 Feb - 18 Mar
1 - 2 Feb
7 - 11 Feb
23 Feb - 1 Mar
21 Feb - 17 Mar

OTR COURSES Scheduled on OTR Calendar

Administrative Procedures (2 wks - all day)

For clerical employees who support the CS at headquarters. Covers the organization, functions, general administrative regulations, and procedures of the Agency. Emphasis is on the Clandestine Services.

25X1A

Basic Country Survey: USSR (2 wks - all day)

For employees whose work requires a basic and comprehensive knowledge of the Soviet Union. Covers a brief study of Tzarist Russia and significant developments within the USSR since the Communist seizure of power.

Career Trainee Program

Consists of 9 weeks of training at headquarters and six or eighteen weeks of operations training at [REDACTED] Headquarters courses include CT Orientation (2 weeks), Intelligence Techniques (3 weeks) and International Communism (4 weeks). Includes, as required, Intelligence Production and Support Services (Headquarters) taken after the six-week operations training.

25X1A

Chiefs of Station Seminar (3 wks - morning)

For chiefs of small and medium-sized stations, their deputies, Chiefs of Bases, certain Chiefs of Support, and desk officers directly supporting operations. Focus of the course is on the person of the Chief of Station and his responsibilities.

China Familiarization (1 wk - all day)

For professional employees. Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs. Provides introduction to the Chinese language, including pronunciation.

CIA Review (1 1/2 hrs - morning)

For all returnees from the field. Covers salient facts in the Agency's recent development. Includes the security reinduction lecture.

Clandestine Services Name Check (1 wk - all day)

For CS employees. Covers principles, techniques, and procedures for exploiting the Agency's records and other resources to obtain biographic information.

Clandestine Services Review (8 days - all day)

For CS officers who have recently returned for an overseas assignment as well as officers who support the CS. Covers the organization and function of the Directorates; DDP is treated in detail.

Clerical Refresher (4 wks - morning)

For clerical employees, to improve their accuracy and to develop their speed in either shorthand or typewriting. Employees may take separate instruction in either skill.

Conference Techniques (6 wks - M & W - 2 hrs morning)

For employees who plan for and lead discussions and conferences. The role of an effective participant is also emphasized.

Counterintelligence Familiarization (2 wks - all day)

For CS employees. Covers terminology, authorities, missions and activity of CI; exploitation of CI records and CI reporting.

25X1A

[REDACTED] (3 wks - all day)

Course content will be announced in a Special Bulletin.

Counterintelligence Operations (first week - full time; second and third week - part time)

For middle-grade and senior CS officers who anticipate engaging in or supervising CI operations at headquarters or in the field. Course is divided into four parts: Introduction, Targets, Operations, and Special Aspects of Counterintelligence.

25X1A

[REDACTED] Operations (3 wks - part time)

For recently assigned or experienced CS officers. Advanced seminars on covert operations. Class members discuss operational problems with senior Agency officers.

Effective Speaking (6 wks - part time)

For professional personnel. Covers principles of speaking as they relate to oral presentation. Includes a lecture on selection and use of graphic aids.

Finance & Logistics: Small Stations (3 wks - all day)
(Formerly Budget and Finance Procedures)

For administrative assistants and support officers required to maintain budgetary, financial, and property records at a Class B or Type II Station. Emphasis is on all facets of financial responsibilities.

Geography of the USSR (5 wks - afternoon)

For all employees who need a background of the USSR. Covers the physical and cultural geography of the country as a whole and of each region in some detail. Military and economic geography is stressed.

Information Reports Familiarization (1 wk - all day)

For CS employees assigned as junior reports officers or those assigned to type CS reports and intelligence cables.

Information Reporting, Reports, and Requirements (3 wks - all day)

For CS employees required to report intelligence information. Covers official policies and procedures for completing a report as well as practical exercises.

Intelligence Research (Map & Photo Interpretation)(5 wks - part time)

For all employees required to use maps and aerial and ground photography for intelligence purposes. Includes industrial tours and an in-flight exercise.

Introduction to Communism (2 wks - all day)

For professional employees at EOD. Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement.

Introduction to Intelligence (2 wks - all day)

For professional employees at EOD. Covers concepts of intelligence, the intelligence agencies of the U.S. Government, and the Agency's responsibility for collection, production, and dissemination of intelligence. Includes the fundamentals of American beliefs and practices.

Management (1 wk - all day) (starts Sunday afternoon)

For officers in Grades GS 11 through GS 14. Covers up-to-date practices and attitudes applied in planning, directing and managing the work of others.

Midcareer Executive Development (6 wks full time 240 hrs)

For designated midcareerists. Covers the activities of components of the Agency, the U.S. Government in its national and international setting, and problems of management.

Operations Familiarization (6 wks - all day)

For CS and non-CS officers whose responsibilities in support of operations require adequate familiarization with functions of the case officer and with the programs and operations of the CS.

Operations Support (4 wks - all day)

For CS employees who support the CS at headquarters or in the field. Covers name checks, foreign travel, dispatch, pouch and cable procedures, and familiarization with tradecraft terminology. Instruction is directed to the activities in the field station.

Orientation for Overseas (2 days - all day)

For employees (and spouses) assigned to an overseas post for the first time. Covers the Agency's mission and functions, security, cover, legal and medical advice, and working effectively with people of other cultures.

Supervision (1 wk - all day)

For employees in Grades GS 5 through GS 10 who are responsible for supervision at the first level. Covers problems in planning and directing the work of others. Includes factors in motivation and communication.

✓ **Vietnam Overseas Seminar (1 wk - all day)**

For senior and middle-grade officers of the CS and for junior CS officers whose work is directly related to the Agency's role in Vietnam. A familiarization on the Agency's mission, doctrine and programs in the area, with a goal to increasing capabilities for planning, supporting and conducting operations.

Writing Workshop (Basic) (4 wks - morning - Tues & Thurs)

For professional employees. (Non-professionals may attend under certain circumstances.) Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure.

OFF-CAMPUS PROGRAM
SPRING SEMESTER 1966

Registration for the spring semester of George Washington's courses will be 20 and 21 January 1966, with classes beginning on 31 January. Details (including American University registration and courses) will be announced in a headquarters employees notice.

Presently, the following courses are under consideration:

George Washington University:

THE DEVELOPMENT OF THE CIVILIZATION OF THE UNITED STATES Political, social, economic, and cultural forces from 1865 to the present.

HISTORY OF RUSSIA Survey of the rise and revolution of Russia. Revolution and Soviet rule, 1900-1960.

SOUTH AMERICA SINCE INDEPENDENCE Development of the independent South American states in the 19th and 20th centuries.

POLITICS OF MIDDLE AND SOUTHERN AFRICA Political life of the states and dependent territories of non-Mediterranean Africa, including the upper Nile valley and the Horn of Africa. Special attention is given to the regional aspect of the foreign policies of these countries.

GOVERNMENT OF THE UNITED STATES Structure, powers, and operation of Congress, the President, and the Supreme Court; elections, political parties and pressure groups.

COMMUNIST CHINA Regional survey.

MAN, CULTURE, AND SOCIETY I Physical evaluation of man and the origins and development of culture.

CULTURE CONTACT AND CHANGE Western impact on non-Western cultures. Social change as variant cultures and ethical systems interact.

FUNDAMENTALS OF NATIONAL POWER

George Washington University (cont)

PSYCHOLOGY OF ADJUSTMENT Processes involved in the total adjustment of the individual, with emphasis on social environment; development in the individual of adjustment techniques.

ENGLISH COMPOSITION Readings and practice in expository and argumentative techniques and in research procedure.

CALCULUS II Differentiation and integration of transcendental functions and applications, topics in analytic geometry, techniques of integration.

SOCIETY AND THE SCHOOL Historical and sociological development of education at the local, national, and international levels; cooperation of the school with other community agencies; organization and operation of schools; functions of personnel.

The American University:

INCOME ANALYSIS II Analysis and application. Keynesian and post-Keynesian economics. Business cycles, economic development, and public policy.

AUTOMATIC DATA PROCESSING SYSTEMS

MANAGEMENT OF ADP SYSTEMS

The Agency Off-Campus Program is currently in session with a total of 166 employees attending one or more of nine courses. This attendance is an increase of about 40 over the number in the fall semester of a year ago.

Your thoughts about other courses for consideration in the Off-Campus Program are invited. Call the Registrar on extension 3101 to discuss your recommendations.

MIDCAREER EXECUTIVE DEVELOPMENT COURSE

The Midcareer Executive Development Course was inaugurated in October 1963. The Course, the result of intense interest of the then Deputy Director of CIA, the Executive Director and the Director of Training, was established initially by the provisions of [REDACTED] of 29 March 1963. Presently the Course is conducted under authority of Headquarters [REDACTED] 3 June 1965.

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The Course is open only to those selected for participation in the Midcareer Training Program, and is designed to provide generalist training to prepare midcareerists to assume broader responsibilities and executive positions in the future. It is offered three times a year for a period of six weeks. The thirty members of each course are from the four Directorates, each of which has an established quota. Final approval of candidates is made by the Training Selection Board.

The six-week period is divided into three two-week phases. The first, which is conducted at the [REDACTED] is concerned with the activities, problems and interorganizational relationships of the Central Intelligence Agency. The speakers are all CIA officers. The Director, Deputy Director, the Executive Director-Comptroller and the heads of the four Directorates of the Agency, and principal officers from Offices and Divisions all participate. In addition to lectures, this phase includes group discussions, individual student presentations, and selected readings.

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The second phase deals primarily with the internal operations of the United States Government and the problems facing American Society. This segment is given by the Brookings Institution at their facilities in Washington. Brookings speakers are drawn from government, labor, business, professional and academic circles. Some speakers who have participated are:

Congressman Melvin Price, United States Representative from the 24th District of Illinois

William D. Carey, Executive Assistant to the Director, Bureau of the Budget

Robert Amory, Chief, International Division, Bureau of the Budget

Joseph Kraft, Washington Correspondent, Harpers Magazine, and Columnist, The Evening Star

Brendan Sexton, Consultant, Office of Economic Opportunity

Charles Burton Marshall, Research Associate, Washington Center for Foreign Policy Research, School of Advanced International Studies, Johns Hopkins University

Herbert E. Stringer, Director of Program Development, The W.E. Upjohn Institute of Employment Research

Charles L. Clapp, Legislative Assistant to Senator Leverett Saltonstall

Wallace S. Sayre, Professor of Public Administration, Columbia University

Harold W. Chase, Professor of Political Science, University of Minnesota

Part three, the last two weeks, focuses on major trends and problems in international affairs and is given at OTR facilities, 1000 N. Glebe Road. The speakers for this segment are from agencies and departments of the United States Government as well as from the academic world. Some of the guests who have participated in this phase are:

W. Averell Harriman, Ambassador-at-Large, formerly Secretary of State for Political Affairs

David E. Bell, Administrator, Agency for International Development

G. Mennen Williams, Assistant Secretary of State for African Affairs

William R. Tyler, Ambassador to Belgium, formerly Assistant Secretary of State for European Affairs

Phillips Talbot, Ambassador to Greece, formerly Assistant Secretary of State for Near Eastern and South Asian Affairs

NON-AGENCY TRAINING

This section of the OTR Bulletin contains information on non-CIA courses or programs related to professional development of Agency employees. Attendance may be self-sponsored, or, in some instances, it may be sponsored by the Agency. In either case, the Training Officer is to be consulted.

Enrollment under self-sponsorship

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[REDACTED] an employee who takes a non-Agency course at his own expense is required to send a written request for approval through administrative channels to the Director of Security. The request will include the subject(s) to be studied, the address and name of the school, the full name(s) of the instructor(s), and the dates and hours of instruction.

Enrollment under Agency-sponsorship

A Form 136, "Training at Non-CIA Facilities," is sent to the Registrar's office, External Training Branch, by the Training Officer, who is responsible for ensuring that all Agency requirements are met. For overt employees, the completed form is sent directly to ETB. For nonovert types the form is sent first to the CCS/DDP. ETB sends a copy of the form to the Office of Security for approval.

For additional information on the courses outlined in this section of the OTR Bulletin or on other external courses, call [REDACTED] AIB/RS/TR, on extension 3101.

25X1A

Dr. Herbert Scoville, Assistant Director, Bureau of Science and Technology, United States Arms Control and Disarmament Agency

Dr. Richard Walker, Professor of International Studies, University of South Carolina, presently at the University of Taiwan, Formosa

Brigadier General Richard W. Whitney, USA, Assistant Chief of Staff for Plans and Programs, Defense Intelligence Agency

Ambassador Edmund A. Gullion, Dean of the Fletcher School of Law and Diplomacy

In all courses, during the last phase, there is a three-day field trip to a selected center of military or space activity. Members of Course No. 5 visited the National Aeronautics and Space Administration facilities at Huntsville and at Houston. At Huntsville they were given a series of briefings on Saturn launch vehicle systems by staff members of the George C. Marshall Space Flight Center; they inspected a Titan II launch vehicle (which was subsequently used in a Gemini flight), and visited test sites and production facilities related to the Saturn Apollo lunar exploration mission. At Houston the tour included briefings and demonstrations of equipment, both mock-up and real, for the Gemini and Apollo Programs. Of particular interest were the Gemini Rendezvous and Docking Simulator; the most recent photography from satellites; and the suits, food and other equipment being readied for future flights. There was also a complete briefing and tour of the Integrated Mission Control Center, with its computer complex and communications center.

The Midcareerists in Course No. 6 went to Strategic Air Command Headquarters, Omaha, Nebraska, North American Air Defense Command Headquarters, Colorado Springs, Colorado, and Warren Air Force Base, Cheyenne, Wyoming. A day of briefings by officers of the Directorate of Intelligence at SAC Headquarters was capped by a demonstration in the much-heralded underground command post. At Colorado Springs, NORAD officers gave highly professional briefings on the aerospace defense of North America and showed how the NORAD Combat Operations Center contributes to that defense. The trip concluded with a visit to Minuteman Missile installations near Cheyenne, where the group descended underground to observe the operation of a launch facility and inspect an operational missile in a silo.

The Midcareer Executive Development Course has been given seven times. It is next scheduled for 9 January through 18 February 1966.

Civil Service Commission (cont)

ADVANCED SEMINAR IN AUTOMATIC DATA PROCESSING AND PERSONNEL MANAGEMENT

17 - 20 January 1966

This seminar is designed to explore in detail the various systems approaches involved in implementing the decision to apply automatic data processing to personnel management. Emphasis will be given to: (a) Hardware, equipment characteristics, and capabilities; (b) tools of systems analysis and their use in personnel management; (c) developing and designing a system to meet management needs, cost factors, organizational changes resulting from ADP; and (d) problems of control and evaluation. This program will build upon the material presented in the 2-day Introduction to ADP in Personnel Management.

For those serving in the personnel field or closely associated with personnel administration, GS-12 through GS-15. Cost: \$120.

IDEAS AND AUTHORS--MANAGEMENT AND ORGANIZATION

Four 6-hour sessions scheduled a month apart, 20 January - 21 April '66.

Each year sees the appearance of a growing number of books applying the findings of social and management science research to the problems of management and organization. The purpose of this program is to provide an opportunity for Federal managers to examine the most significant of these books to determine their relevance and application to Federal management situations. Each participant receives a copy of all books several weeks in advance of the individual sessions. At the monthly sessions, the author discusses his book, a guest "critic" gives his comments and reactions to it, and the participants have an extended question period with the author.

The program is intended for individuals currently serving in positions with significant responsibilities for program management or in providing related staff support, GS-13 and above. Cost: \$85.

INTERAGENCY MANAGEMENT INFORMATION SYSTEMS

24 - 25 January 1966

A two-day seminar on major problems inherent in coordination of information-handling practices and the development of systems for communities of agencies--the research and development community, the foreign affairs community, the regulatory community. For GS-15 and above.

FINANCE IN AGENCY MANAGEMENT

31 January - 4 February 1966

Designed to enhance knowledge about and appreciation for the various specialities within the broad field of financial management; the

INTERAGENCY TRAINING PROGRAMS

Civil Service Commission

A SEMINAR IN ORGANIZATION THEORY FOR PERSONNEL OFFICERS
6 - 7 January 1966; 10 - 11 March 1966

This seminar is designed to explore traditional and current philosophies on the organization of human efforts for productive purposes. Topics to be discussed include traditional views of the organization, current theories, divergent views of human motivation, and practical considerations of organizational needs.

For Personnel officers, supervisors and managers, in grades GS-12 through 15. Cost: \$75.

MANAGEMENT SCIENCES ORIENTATION

10 - 14 January 1966

This program will provide an opportunity to obtain information and develop ideas about the management sciences. Topics included in this program are: Capabilities of automatic data processing equipment; present ADP applications and their results; impact of ADP on the work force; capabilities of operations research; models, their range of usefulness; types of management problems to which operations research can be applied; implications for management of research in the behavioral sciences; the dynamics of organizational change; and the systems concept in behavioral research.

This program is open to full-time employees, GS-9 and above. Cost: \$50.

HUMAN ABILITIES AND THEIR ASSESSMENT IN EMPLOYEE SELECTION AND PROMOTION

13 - 14 January 1966

This seminar provides a broad overview of the differences which exist among individuals' abilities and aptitudes and the implications of these differences on job performance and job satisfaction. Emphasis will be given to the assessments of these differences through interviews, tests, and the evaluation of background material. Topics to be discussed will include the range and distribution of human abilities, the dynamics of interviewing, pre-employment testing, reference vouchering, and evaluation for promotion. For supervisors, managers and personnel managers, GS-11 through 15. Cost: \$75.

Civil Service Commission (cont)

relationships of the various financial specialty fields to each other; and their relationships individually and totally to agency management functions. The program concentrates on financial management and its various specialties at the agency level of operations. Topics to be covered will include financial management philosophy and trends; budgetary theory and agency practices; auditing; ADP in financial management; and financial management and decision making.

For employees assigned to positions in the financial field, GS-9 through GS-12. Cost: \$75.

Army Management Engineer Training Agency (AMETA) Rock Island, Illinois

AUTOMATIC DATA PROCESSING APPRECIATION

3-7 Jan; 7-11 Mar; 4-8 Apr; 18-22 Apr; 2-6 May, 6-10 Jun

An introduction to the various aspects of automatic data processing systems. Topics include general computer orientation; evolution and development; types of computers and applications; equipment function and characteristics; capabilities and limitations; machine, symbolic, and COBOL programming principles; preparation and installation of an ADP system; profitability study considerations; approach to an application study; systems analysis and design techniques; economic and costing factors; personnel and training considerations; and requirements and effects of the system. For middle or top managers, GS-9 or above.

MANAGEMENT STATISTICS

3-14 Jan; 7-18 Feb; 28 Feb-11 Mar; 21 Mar-1 Apr; 2-13 May

Designed to provide an understanding of statistical concepts and reasoning, as well as the facility to utilize established statistical techniques in the collection, presentation, analysis, and evaluation of management data. Considerable attention is given to the application of statistical techniques to management problems involving prediction, estimation, and control.

WORK PLANNING AND CONTROL

3-21 Jan; 24 Jan-11 Feb; 28 Feb-18 Mar; 14 Mar-1 Apr; 11-29 Apr; 6-24 Jun

Designed to provide a knowledge of the principles and fundamentals of sound work planning and control as applied to various types of activities. Scope: The importance, interrelationship, and techniques in Forecasting, Work Authorization, Production and Process Planning, Material Control

Army Management Engineer Training Agency (cont)

and Management, Tool Control, Routing, Scheduling and Loading, Dispatching, Progress Reporting and Corrective Action are discussed. The relationship of work planning and control functions to other management functions is examined. Course projects are employed to relate subject matter to situations at the home installations. GS-9 and above.

WORK METHODS AND STANDARDS

3 Jan-25 Feb; 28 Feb-22 Apr; 7 Mar-29 Apr; 9 May-1 Jul

To provide a working knowledge necessary to perform the duties of a technician in a work measurement program and to relate this effort to the over-all management process.

The first portion of the course includes cost analysis, work sampling, value engineering, process analysis, operations analysis, and multi-activity analysis. Facility layout and materials handling are also considered. The second portion of the course concentrates on the development of work measurement standards. Major emphasis is given to engineered standards--direct time study and work sampling. Consideration is also given to the development of nonengineered standards and standards for intermittent work flow. The third portion covers the development of work measured standards through the use of Methods-Time Measurement.

QUALITY CONTROL MANAGEMENT

17-21 January 1966

Designed to provide an opportunity to review all aspects of a Quality Program and to explore management concepts and techniques. Topics include discussions of the quality control environment; DoD organization and policy for quality control; economics of quality; the responsibilities of the contracting officer; legal aspects of quality control; fundamentals of management; general duties of the quality manager; responsibilities of the quality manager toward research, development and engineering; quality management of produced material; quality implications in storage maintenance and distribution; quality control technology; statistical analysis; metrology; reliability; information feedback programs; and quality programs in industry. GS-12's and above.

STATISTICAL QUALITY CONTROL I

17-28 Jan; 4-15 Apr; 18-29 Apr; 6-17 Jun

To provide a thorough understanding of the basic statistical techniques necessary to the establishment of process controls and the design, selection, and use of acceptance sampling procedures. Topics include

Army Management Engineer Training Agency (cont)

fundamental theorems of probability; descriptive statistics; probability distributions; statistical estimation; construction and interpretation of X and R charts; process capability analysis; modified X and R charts; statistical aspects of tolerancing; and construction and interpretation of attributes control charts. Also included are the design of attributes sampling plans; construction and interpretation of operating characteristic curves; and design of variables sampling plans. An introduction to reliability fundamentals is also included.

Designed primarily for quality control specialists and quality assurance representatives. The course will also prove beneficial to managerial personnel who are directly associated with quality control activities or whose positions enable them to determine areas of application for statistical quality control techniques.

Satisfactory performance in this course is not likely without proficiency in fundamental algebraic techniques and comprehension of concepts expressed by mathematical symbols.

DATA COLLECTION AND TRANSMISSION APPRECIATION

31 Jan-4 Feb; 16-20 May

This course presents the various techniques of data collection, integration, and transmission which may be independent or used as a part of an automatic data processing system. Topics include illustrations of the various types of office, shop, and transmission equipment; discussions of capabilities and data media involved; various problems, considerations, and methods encountered during analysis and design of the system; and data transmission facilities available to the government. Enrollees should be familiar with the considerations of data systems and have a general administrative background.

PRINCIPLES AND APPLICATIONS OF VALUE ENGINEERING

31 Jan-11 Feb; 28 Mar-8 Apr; 25 Apr-6 May

To provide training in the principles and techniques used for a functionally oriented, objective analysis of all elements of design, development, manufacturing (processing), procurement, storage, maintenance, and use of materials in order to achieve necessary function and reliability at minimum cost. Topics include scope of VE, criteria for application, problem solving and creativity, fundamentals of VE, job plan, information systems, cost analysis and cost estimating, relationship to other functional areas, total systems management and VE, contracting for VE, and VE program management. For engineers and technical specialists who must practice the principles of value engineering. Enrollees

Army Management Engineer Training Agency (cont)

should have experience in one or more of the following specialties:
research and development, design engineering, product engineering,
industrial engineering, production, maintenance engineering, quality
and reliability, materials specialist, or procurement.

Public Health Service

BASIC RADIOLOGICAL HEALTH

10-21 Jan 66 - Cincinnati, Ohio, and Albany, New York.

2-13 May 66 - Austin, Texas.

Provides professional health personnel with the basic technical knowledge essential to radiological health work. The course covers the basic nuclear physics necessary for an understanding of the technical aspects of radiological health problems in public health. It covers in detail the major sources of radiation exposure, models of radiation injury, and quantitative units and terminology associated with this field. Existing standards for radiation protection are discussed.

General Services Administration

ECONOMIC ORDER QUANTITY TECHNIQUES

21 Mar - 25 Mar 66

Seminar for federal employees whose major duties are in supervision and management of supply functions. The course is designed to assist agencies in complying with federal regulations pertaining to inventory management. Topics include criteria for stockage, measures of supply effectiveness, mechanics of inventory control system, predicting demand, exponential smoothing, safety stock, economic purchase quantity, low dollar-value control techniques.

FORMS AND ANALYSIS DESIGN

24 Jan-4 Feb 66; 25 Apr-6 May 66

Seminar designed to provide ways for conducting an effective forms management program. Topics will include: Establishing and operating a forms management program; understanding the relationship of forms management to other paperwork management programs; analyzing forms to make them easy to read, write, transmit, and file; applying forms design standards; developing forms to fit processing equipment.

General Services Administration (cont)

SOURCE DATA AUTOMATION ORIENTATION

13-14 Jan; 10-11 Mar; 12-13 May

A seminar designed to aid in planning systems development by explaining what source data automation is, how machines automate paperwork, how to recognize a data processing possibility, and how to make a source data feasibility study. Primarily for officers responsible for operations involving substantial paperwork, management-improvement programs, or paperwork improvement programs.

Foreign Service Institute

AREA AND COUNTRY SEMINARS

The Area and Country Seminars are for government officers who are expected to be assigned to the area or who are otherwise responsible for some aspect of U.S. operations in the area. The purpose of each is to enable such officers to acquire a broad understanding of the political, economic, military, social, and cultural factors which should be taken into account in carrying out their principal responsibilities both in the general area and in the country of assignment. The starting dates for the first six months of 1966 are:

	Jan	Feb	Mar	Apr	May	Jun
Eastern Europe and USSR	---	7	---	4	31	---
Latin America	10	7	7	4	2, 31	27
Near East and North Africa	10	7	7	4	2, 31	27
Africa, Sub-Saharan	10	7	7	4	2, 31	27
South Asia	10	7	7	4	2, 31	27
Southeast Asia	10	7	7	4	2, 31	27
East Asia	---	7	---	4	31	---

Requests to attend a seminar must be initiated with the Training Officer through a supervisor. FSI will cancel a course for which there is insufficient registration.

Foreign Service Institute (cont)

FOREIGN SERVICE ECONOMIC STUDIES

17 Jan - 18 Jun 66; 18 Jul - 16 Dec 66

FSI has established a new twice-yearly program of economic studies to provide basic tools for economic analysis and an understanding of main policy issues in international economic relations for persons with little academic background in this area.

The course will be divided into three seven-week sessions: The first, economic analysis, national accounts, statistics; the second, money and banking, public finance and fiscal policy, international trade, the American economy; and the third, international finance, growth and development, comparative economic systems, Foreign Service economic reporting. Designed primarily for Foreign Service officers, a limited number of places will be available to other agencies for officers at the GS 8-11 level working in the field of international economic relations.

Department of Defense -- PERT

MANAGEMENT WORKSHOP

17-21 Jan; 31 Jan-4 Feb; 14-18 Feb; 7-11 Mar; 21-25 Mar

This is a 40-hour course open to employees of government and industry and directed to the goal of providing a working understanding of the network discipline and information systems structure. The workshop is divided into two sections: the first is concerned with the principles of PERT networking techniques, calculations, scheduling, and network updating; the second section covers the principles and operating methods of the PERT cost system.

PERT ORIENTATION--MIDDLE MANAGEMENT

11 Jan; 25 Jan; 8 Feb; 1 Mar; 29 Mar

This eight-hour course is for middle-managers. It includes planning, scheduling, and control techniques used in reducing time and cost slippages in small and medium-sized projects.

PERT ORIENTATION--SENIOR EXECUTIVES

14 Jan; 11 Feb; 3 Mar; 31 Mar

This is a three-hour orientation open to executives in government and in industry. It covers the concepts and uses of PERT as they apply to making decisions.

SECRET

GRADUATE
SCHOOL
USDA

AUTOMATIC DATA PROCESSING FOR FEDERAL
EXECUTIVES

15 Feb - 31 Mar 66 -- 0930-1130 Mondays and Wednesdays

Two-hour seminar sessions are designed to provide an over-all perspective of ADP and an indoctrination in its principles. Objectives are to consider the history and growth of ADP, examine the logic employed in systems, explore management considerations involved in planning, setting up, and managing systems, and to familiarize participants with representative equipment and its application and potential. Grade level requirement is GS-12 or higher.

INSTITUTE FOR
MANAGEMENT
APPRAISAL
AND EXECUTIVE
DEVELOPMENT

EXECUTIVE DEVELOPMENT PROGRAM

(Conducted near Harper's Ferry, West Virginia)
27 Mar - 1 Apr and 1-6 May 66

The program is intended for GS-13's through 15's and is designed to stimulate the participants to examine their own job performance as managers, while providing a knowledge of sound management principles and practices through lectures, discussions and seminars. Two formal one-week sessions are separated by a one-month period back on the job during which each participant analyzes his own management methods. Tuition is \$400, food and lodging, \$150.

CORPORATION
FOR ECONOMIC
AND INDUSTRIAL
RESEARCH

COMPUTER OPERATIONS MANAGEMENT

(Washington, D. C.)
15-17 February 66

A three-day seminar on basic concepts of computer center organization and operations. It is for managers and those preparing themselves for center management and emphasizes organization to service the consumer. It includes types of organization, requirements for personnel, machine layout, scheduling and control, and tape and program libraries.

Tuition including course materials is \$195 for the first student and \$175 for each additional student from the same organization.

UNIVAC
EDUCATION
CENTER

ADP MANAGEMENT SEMINAR
(2121 Wisconsin Ave., N. W., Washington, D. C.)
A course on basic data considerations, basic computer systems concepts, management planning of systems implementation, fundamentals of concurrent processing, and concepts of real-time processing. Meets from 9 to 12 for five days, according to the following schedule:

10-14 January	11-15 July
14-18 February	15-19 August
21-25 March	19-23 September
25-29 April	24-28 October
6-10 June	28 November-2 December

AMERICAN
UNIVERSITY

INSTITUTE ON MANAGERIAL IMPLICATIONS OF
ELECTRONICS IN PUBLISHING
17-20 January 66

The Center of Technology and Administration of AU is holding a symposium on managerial problems and experience in conversion of printing and publishing to automated systems. Daily themes will be development of hardware and software, systems and standardization, personnel adjustments and the man-machine complex, and management and economics of changeover. Tuition is \$175.

CORRESPONDENCE SCHOOLS

USDA

The Department of Agriculture Graduate School, in addition to its resident program, offers an extensive correspondence program available to field as well as local personnel. A recent bulletin supplementing its catalog, lists, among others, the following correspondence courses:

Review of Engineering Fundamentals for P. E.
Examination, Basic Mathematics, Basic Electricity, Basic Electronics, Better Letters, Federal Personnel Procedures, Modern Supervisory Practice, Report Writing, Technical Writing, Basic Accounting.

INDUSTRIAL
COLLEGE OF THE
ARMED FORCES

The National Security Management Course (formerly The Economics of National Security) contains the resident curriculum at the Industrial College of the Armed Forces as correspondence study for employees of the Agency in grades GS-11 or above. The course, which takes about one year to complete, is arranged in five units:

- (1) Foundations: basic economics, organization for national security, principles of administration and management.
- (2) Resources and Facilities: resources for achieving security, including human, natural, and energy resources; research and development; transportation; public utilities.
- (3) Processes in the Economics of National Security: military requirements, procurement, production, and supply.
- (4) Foreign Aspects of National Security: national intelligence, United States economic foreign policy, mutual aid, and the global psychological conflict.
- (5) Problems of National Security: administration of the economy in World War II, methods and success of economic stabilization efforts, new dimensions in the Cold War.

A comprehensive examination is given on each unit and a certificate is issued upon satisfactory completion of the course. Reports are made by the College to the Agency for insertion in the official personnel file. All course materials are provided at no cost to the students; each may keep the full set of textbooks he uses during the course.

College graduate recruiting in 1964 was considerably below 1963 levels, according to "Current Workforce Data," a new CSC publication. The greatest impact was felt in "new graduate" hiring for high-graded occupations, where the decline ranged from 29 percent in professional occupations to 69 percent in occupations found only in Government.

TRAINING SELECTION BOARD

The following are the courses or programs on which action by the Training Selection Board is presently required. The list is subject to change; any such change will be carried in the OTR Bulletin. Nominations for these programs must be made to the Training Selection Board through the regular administrative channels of the Directorate.

Advanced Intelligence Course
(Defense Intelligence Agency)

Advanced Management Program
(Harvard University)

Air Command and Staff College
(Maxwell Air Force Base, Montgomery, Alabama)

Air War College
(Maxwell Air Force Base, Montgomery, Alabama)

Arctic Indoctrination Course
(Joint Intelligence Board)

Armed Forces Staff College
(Norfolk, Virginia)

Army Management Orientation
(Ft. Belvoir, Virginia)

Army War College
(Carlisle Barracks, Pennsylvania)

Career Education Awards
(National Institute of Public Affairs)

Conference for Federal Science Executives
(Brookings Institution)

Conference for General Administrators
(Brookings Institution)

Educational Program for Federal Officials at Midcareer
(Princeton University)

Executive Development for Cross-Cultural Operations
(University of Pittsburgh)

Executive Development Program
(Cornell University)

Executive Development Program
(Kings Point, Long Island)

Executive Leadership Institute
(Civil Service Commission)

Executive Program in Business Administration
(Columbia University)

Federal Executive Fellowships
(Brookings Institution)

Foreign Affairs Program Management Seminar
(Foreign Service Institute)

Imperial Defense College
(London)

Industrial College of the Armed Forces
(Ft. McNair, Washington, D. C.)

Internship in Congressional Operations
(Civil Service Commission)

Management Development Program for Federal Executives
(U. S. Department of Agriculture)

Management of Scientific and Engineering Organizations
(Civil Service Commission)

Middle Management Institute
(Civil Service Commission)

National Interdepartmental Seminar: Problems of Internal Defense
(Foreign Service Institute)

National War College
(Ft. McNair, Washington, D. C.)

Naval War College
(Newport, Rhode Island)

Program for Management Development
(Harvard University)

Senior Seminar in Foreign Policy
(Foreign Service Institute)

Summer Institute in Executive Development for Federal Administrators
(University of Wisconsin)

Systems Analysis Course
(Department of Defense and University of Maryland)

Woodrow Wilson School of Public and International Affairs (Fellowship)
(Princeton University)

Full year of academic study.

AIR COMMAND COMMAND AND STAFF COLLEGE

The Agency has been invited to assign one student to the resident course of the Air Command and Staff College, Maxwell Air Force Base, which begins 29 August 1966 and ends in June 1967.

The Air Command Staff College is the Intermediate Professional Service School of the Air Force. (The Air War College is the senior.) It is organized to prepare Air Force officers for command and key staff assignments. A ten-month course, it is divided into three broad areas of study: military management, international relations, and military employment. Its specific objectives are: (a) to improve managerial skills and cultivate professional attitudes and habits, (b) to increase understanding of man, his environment, and his institutions and instruments--political, economic, psychosocial and military--as he uses them to achieve national goals, (c) to expand knowledge of military forces and their capabilities and alternative strategies, and improve ability in employment of the military forces of the student's own service, and (d) to develop an imaginative attitude toward the future of the nation and of the Air Force.

Approximately 600 USAF majors and captains will participate in the course, and it is expected that, in addition, there will be officers from the other military services and civilians from the Air Force and from other agencies in the government. Officers from Allied Nations are expected to attend about fifteen weeks of the program.

Nominations should be made to the Training Selection Board by each Director. Your Training Officer can supply details on applying for the program, or call [REDACTED] Deputy Registrar, extension 3101 or 2129.

25X1A

CAREER EDUCATION AWARDS
(Sponsored by the National Institute of Public Affairs)

PROGRAM

The Career Education Awards program of the National Institute of Public Affairs (NIPA) affords a year of group graduate-level university study to civil service careerists at the mid-career level. The program is intended to: (1) encourage early identification and rapid development of able young administrators in government; (2) achieve substantially greater use of nongovernmental educational facilities by government agencies; (3) permit a broader and more flexible utilization of university resources than regular departmental organization or fixed curricula allow; and (4) supplement governmental "training programs" with "education" directed toward acquisition of a better understanding of social, economic, and political problems confronting officials in public service.

Seven universities--Chicago, Cornell, Harvard, Indiana, Princeton, Stanford and Virginia--participate in the program. Although a winner may express a preference, his assignment to a university rests with NIPA.

AWARD

NIPA grants each award winner \$1,000 cash. Winners also draw full salary during the academic year--two semesters or three quarters--plus allowances for travel and for moving household effects.

THE AWARDEE

Candidates must be career officers, hold a bachelor's degree, and meet the admission requirements of the institutions which they will attend. At the optimum, nominees should be between 28 and 35 years old, have at least five years of civilian service, and be in grades GS-12 through GS-14, though these latter requirements are not absolute.

NOMINATION PROCEDURE

Senior Training Officers will submit nominations, together with a proposed plan for subsequent assignment of the nominee, to the Agency's Training Selection Board. The TSB will transmit its selections to NIPA whose Board of Trustees will determine the winners.

Interested employees who believe themselves qualified should consult with their supervisors or Training Officers. Further information may be obtained by calling the Registrar's office, extension 2365 or 3101.

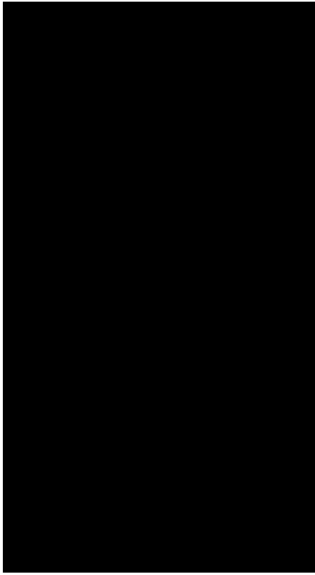

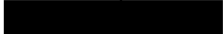
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DDI

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				3428 25X1A
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Office of Training

25X1A

	Director of Training		Rm 819, 1000 Glebe	3245
	Deputy Director of Training		Rm 819, 1000 Glebe	3245
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			Annex, Arl Towers	
	Operations		Rm 609, 1000 Glebe	2065
	International Communism		Rm 736, 1000 Glebe	2442
STAFFS	Career Training Program		Rm 743, 1000 Glebe	3261
	Midcareer & Senior			
	Officers Courses		Rm 510, 1000 Glebe	2243
	Plans and Policy		Rm 807, 1000 Glebe	3185
	Registrar		Rm 839, 1000 Glebe	3101
	Deputy Registrar		Rm 839, 1000 Glebe	3101
	Adm, Info, Records		Rm 832, 1000 Glebe	3056
	External Training		Rm 835, 1000 Glebe	3137
	Support		Rm 820, 1000 Glebe	3107

OTR PUBLICATIONS

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The Name or Position Title of the individual to whom the publications are to be addressed:

<u>Publications</u>	<u>Number of Copies</u>
OTR Bulletin	_____
OTR Special Bulletin	_____
OTR Catalog	_____
OTR Schedule of Courses	_____
National War College Lecture Series (Mimeographed)(Unclassified)	_____
Industrial War College Series (Mimeographed)(Unclassified)	_____

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